



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HOUSEPARENT COORDINATOR

Job Number: 20000973

Job Code: 41420V000101

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 11/01/1986

Job Revised: 02/24/2006

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides care, supervision and instruction of a unit or units of residential students at the Kentucky School for the Blind or the Kentucky School for the Deaf. Provides coordination and oversight of other houseparents at the school facility; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have three years of experience working with the visually or hearing impaired in a dormitory-type setting.

Substitute EDUCATION for EXPERIENCE:

College may substitute for the work experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Answers questions and handles routine problems brought up by other houseparents. Provides training for new houseparents. Provides input into policies and procedures. Supervises and teaches daily living skills to students. Enforces and applies agency policies and procedures pertaining to discipline, daily living techniques and personal habits of students within the unit. Responsible for safety as it applies to a particular unit or units. Teach students to maintain family contact through written and/or other communication. Maintains records and files on each student and log book entries on the day to day operation of the unit and submits reports on student progress and program results as required. Routinely communicates with student families and instructional personnel. Monitors student locations at all times. Participates in staffings on students and serves as a resource person for student personal problems. Performs informal counseling with students about social, personal and behavioral problems. Maintains an inventory of household supplies for the unit. Helps students with homework. Takes students to off campus events such as movies, circus, etc.

UNIQUE PHYSICAL REQUIREMENTS:

Work may involve substantial walking and standing.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a school dormitory setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.